



CITY OF HOUSTON

Job Posting

Applications accepted from:	ALL PERSONS INTERESTED
Job Classification	Assistant Director- Executive Learning Officer
Posting Number	PN# 106317
Department	Human Resources
Division	E. B. Cape Center
Section	N/A
Reporting Location	E. B. Cape Center
Workdays & Hours	M-F, 8 a.m. – 5 p.m. *
*Subject to change	

DESCRIPTION OF DUTIES/ ESSENTIAL FUNCTIONS

Working under the Board of Directors, the Executive Assistant Director will be managing the City’s Corporate University. Responsibilities will include the following: Leadership, vision, and direction for collaborative learning systems, ensuring support of the City of Houston business objectives and requirements including citywide needs assessment, development of systems and processes to deliver training/education and learning programs in a wide range of subject areas and delivery modalities. Develops the education plan, monitors activities, evaluates the benefit and documents all learning programs offered. Will partner with Department Directors in assessing and prioritizing educational needs of departments; develops short-range and long-range educational plans to support the City’s administration and future direction. Assures educational policy and practices support the requirements of all regulatory agencies. Develops approaches to training and development that support the implementation of the organization’s strategy to reduce redundancy and increase effectiveness. Evaluates and reviews educational proposals and methodologies to determine appropriateness and cost effectiveness. Monitors and evaluates the quality and effectiveness of programs performed by external resources. Serves as a liaison between City Administration and Department Directors to improve collaboration and coordination of effective use of training resources available to departments. In collaboration with the Board of Governors: Clearly articulates the support required of City of Houston management in terms of the needs assessment, resources and organizational goals. Establishes the guidelines and parameters for education and training of the managers and supervisors facilitating the work and staff performing the work. From time to time will present, lead or facilitate management workshops on topics such as accountability, conflict resolution, cultural change concepts, and strategies. Other duties as assigned.

WORKING CONDITIONS

This position is physically comfortable; the individual has discretion about walking, standing, etc.

MINIMUM EDUCATIONAL REQUIREMENTS

Bachelors’ Degree in Business Administration, Social Science, Liberal Arts, or a related field. Preference will be given to those with a Master’s degree.

MINIMUM EXPERIENCE REQUIREMENTS

Seven (7) years of directly related professional experience in adult learning, organizational development or a closely related field.

MINIMUM LICENSE REQUIREMENTS

Valid Texas driver’s license and compliance with the City of Houston policy on driving (AP 2-2).

PREFERENCES

Preference will be given to applicants who have demonstrated a successful development and implementation of adult learning programs in large, diverse organizations. Demonstrated experience with Learning Management Systems.

SELECTION/SKILLS TEST REQUIRED

SAFETY IMPACT POSITION ☒ Yes ☐ No

If yes, this position is subject to random drug testing and if a promotional position, candidate must pass an assignment drug test.

SALARY INFORMATION

Factors used in determining the salary offered include the candidate's qualifications as well as the pay rates of other employees in this classification. The minimum to midpoint of this salary range is:

Salary Range - Pay Grade 32	
\$3,184.00 - \$4,110.00 Biweekly	\$82,784- \$106,860 Annually

OPENING DATE August 10, 2005

CLOSING DATE Open Until Filled

APPLICATION PROCEDURES

Original applications only are accepted and must be received by the Human Resources Department during posting opening and closing dates shown, between 9:00 a.m. and 4:30 p.m. at 611 Walker, Garden Level. The City of Houston, Human Resources TDD phone number is 713/837-9496. Successful candidates will be notified of their application status. All new and rehires must pass a pre-employment drug test and are subject to a physical examination and verification of information provided.

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